

Library Facility Needs Assessment Committee (LFNAC)
November 1, 2010, 7:00PM, Town Hall
Meeting Minutes

LFNAC Members Present: Lori Tuominen, Dale Houle, Weezie Houle, Martha Field,
Michele Regan-Ladd
LFNAC Members Absent: None
Guests: Mary Anne Antonellis

Meeting called to order 7:09 PM

1. Minutes – approved October 18, 2010, minutes
2. Grant Workshop – discuss workshop information
 - a. The MBLC received 35 letters of intent. Lori brought a list of the towns that qualify for applying for an MBLC grant. Lori shared a needs factor sheet for all qualifying libraries and towns. Shutesbury will probably be in competition with about nine other libraries or towns. There will be four or six review groups; the groups are arranged by town population size. The number one ranked application of each review group will be funded. An architect will visit all the libraries in each group. MBLC will be awarding approximately ten grants.
 - b. If a grant reaches 176 out of 300 possible points the applicant qualifies to be on the waiting list. A lower score will require an applicant to resubmit.
 - c. Applicants can get 12 extra points by having a funding commitment from the town prior to when the grants are announced which is in June 2011. We may want to consider going before the town in May 2011 for a funding commitment. This could shift the ranking within a grant review group.
 - d. The 2010-2011 grant application is the same as the 2005 grant except for an extended section about sustainability.
 - e. Letters of support – The MBLC is not interested in letters of support and prefers these not be included in the application.
 - f. The application will be available on a CD and Weezie will make copies for LFNAC members.

- g. The abstract (200 words) will be very, very important and must be included in the application packet and submitted separately to MBLC.
- h. Applications must be submitted in the MBLC format, maximum 3-inch binder with the prescribed tab sections.
- i. Place answers right underneath the questions.
- j. Be sure to include how we are storing books for book sales.

3. Grant Application - discuss draft sections of grant application

- a. Lori distributed the Reviewers Rating form for the MPLCP Construction Application Round 2010-2011 Revised Applications. We need to use these as a guide when we write our sections.
- b. Martha distributed an update of the Planning Timeline draft with the revisions we made at our October 18th meeting for inclusion in the grant application planning section.
- c. Discussed Special Conditions to be listed in the application:
 - No running water or plumbing
 - Impossible for a wheelchair to navigate inside the building
 - Very close to a busy road
 - No broadband
 - High circulation growth
 - Very limited parking
 - Town has no community space
 - Heating is inadequate
 - Library programming must be done at other locations
 - No storage
- d. Request OEA to include a bicycle rack in the rendering.
- e. Reviewed Massachusetts Historical Commission application
 - Need to submit as soon as possible
 - Dale will measure the size of the current cinder block building and we will include a photo of the building to be demolished.
 - Total project acreage: 4.18 acreage
 - OEA will send the woodland and wetland calculations; request OEA to send a quadrangle with the site clearly marked
 - Productive resources: none
 - Agriculture: none

- Forestry: none
 - Open space: none
 - Mining: none
 - Developed: portion of acreage that the cinder block garage sits on
 - In the submission include photos with a site plan and a numbered key
 - Michele will call Mass Historical Commission regarding stone walls.
- f. Add budget amounts for:
- an independent cost estimator prior to bidding
 - a commercial interior design consultant
 - a LEED consultant to be hired prior to a LEED commissioning agent
- g. We should claim land use value only for the amount of the land on which the library will be built, i.e. 4.18 acreage.
- h. Mary Anne distributed the materials from OEA for their application sections.
4. Next steps
- a. Parking – Mary Anne will meet with the Shutesbury Planning Board on Nov 10, 2011, 8:30PM, to review the parking proposal and get approval.
- b. Review the current photos we have and identify what photos we want to include. Weezie will photograph story hour next Monday. Also, we need photos of Lot O32. We have the opportunity to photograph the 4th graders on Lot O32 on Tuesday, Nov 9th.
- c. When the CD of the grant application arrives, Weezie will make hard copies of the grant application for committee members.
- d. Dale will measure the size of the current cinder block building on Lot O32 and we will include a photo of the building to be demolished.
- e. Michele will call Mass Historical Commission regarding stone walls.
- f. Mary Anne will call Jones Town & Country realty and find out if we can access three real estate appraisals. We need the value to be a fair and the amount goes toward our 40% matching cost.
5. Next Meeting Dates
- November 15, 2010, 7PM (first draft due to LFNAC)
 - November 29, 2010, 7PM (tentative)

Adjourned: 9:06 PM